

Reach Up Spending Limits and Support Services Matrix

Reach Up support service matrix limits for case managers are based on the state fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Up to double the matrix amount, all items must be approved by the Reach Up Supervisor. Above the double, the local district director or designee approval is required. Always be sure all other resources are pursued before using the support matrix, and verification of all support service payments must be kept in the case file. Reach Up support services are not an entitlement and each district office will be held to their allocation for the fiscal year.

## 1. Childcare

- |    |  |  |
|----|--|--|
| A. | Family Services Registered/Licensed/LECC   |  |
| B. | Short-term, sporadic (related to nonrecurring Reach Up activities) with a maximum of 20 days/year (per provider), or until LECC provider denied - whichever comes first.         | At the approved LECC rate - see attached chart (w/no doubling) |
| C. | Recreation Program<br><i>(to include summer camps, pool passes tied to a recreation program that provides supervision, after school programs, and other structured programs)</i> | \$300  |

## 2. Transportation and Related Costs

- |    |  |                          |
|----|--|--------------------------|
| A. | Vehicle repairs<br><i>(Must be completed by a certified mechanic- unless approved by immediate supervisor)</i> | \$400                    |
| B. | Travel Expense - i.e., mileage @ no more than .25/mile, Bus passes, taxi                                       | \$500                    |
| C. | Vehicle Insurance<br><i>(Required vehicle insurance, includes SR22)</i>  | \$250<br>(w/no doubling) |
| D. | Vehicle registration/title fees<br><i>(excludes purchase/use tax)</i>  | At cost - 1 year         |
| E. | Driver's Permit/License/Exam   | At cost - 2 yr license   |
| F. | Commercial Driver's License - <i>to include endorsements</i>   | At cost - 2 yr license   |
| G. | Purchase of Cars   | At Contracted Rate       |
| H. | Medicaid Transportation System (when no other alternative available)   |                          |

3. Education and Training Expenses  
(VSAC and all other funding sources must be used first)

- |    |  |                                     |
|----|--|-------------------------------------|
| A. | Discretionary Training Funds and Tuition | As approved by the DDIR or designee |
| B. | Education/Training Fees                  | \$200                               |
| C. | Books/Supplies                           | \$300                               |

4. Employment and Training Related Equipment  
*(for equipment necessary to qualify for, accept, or continue employment)*

\$300

5. Clothing and hair cuts *(for job interviews/employment, and work training programs)*

\$150

6. Dental/Vision - health *related* support - (*when needed to participate in a core activity and no doubling for this category*).

Dentures - Follow prescribed guidelines

Prescription Eye Glasses - Medicaid provides for new glasses every two years for Medicaid eligible participants under 21. If glasses are necessary, broken or lost and are needed to participate in a core activity, then Reach Up can provide for the cost of replacement eye glasses up to \$250 per year.

Reading Glasses - When a written recommendation by an eye care professional is provided, we will provide reading glasses with a cap of \$20.

7. District Director Approved Funds

(*for support services not specified above and as approved by the district director*)

This includes items such as: relocation funds, driver education, temporary housing (used only to allow a participant to participate in an FDP activity, attend a job interview at a great distance from the person's home, or search for permanent housing when a permanent move is necessary to accept or continue employment), etc.

Other items allowed under Support Services include:

- The Judicial Bureau has indicated that anyone on Reach Up who fills out the Form 228 - Application to proceed In Forma Pauperis - with their application, will not be charged the \$25.

Case managers can request approval from their Reach Up Supervisor to increase a support service payment to double the matrix amount. Any request to double the matrix amount must be explained in the participant's case notes and signed by the supervisor for approval. When the request will exceed doubling of the matrix amount, the case manager, through their supervisor, must get written approval from the District Director or designee. The written approval from the District Director or designee must be put into the participant's case notes.

Reach Up work support payments are based on the state fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **A participant is not allowed to receive a work support payment while in sanction.**

- |    |  |                            |
|----|--|----------------------------|
| A. | Parenting Education<br>( <i>range from \$20 to \$100 each activity</i> )                         | \$300 lifetime max         |
| B. | Education<br>( <i>leading to diploma/equivalency and range from \$10 - \$200 each activity</i> ) | \$500 lifetime max         |
| C. | Completing Making It Work  | \$50 lifetime max          |
| D. | Six month job retention and closing<br>with a Code 99  | \$250 - one time*          |
| E. | Case managers can approve work supports<br>of up to \$25 for FDP related achievements            | \$25 Lifetime max of \$150 |

\*This check would be issued in the 6<sup>th</sup> month of employment. In addition, these payments are at the discretion of the case manager and district director or their designee.

Legally Exempt Child Care				
Ages	0-24 months	2-3	4-5	6+
Type of Care	Infant	Toddler	Preschool	School Age
*Full-Time Daily	\$16.03	\$16.03	\$13.39	\$13.39
**Part-Time Daily	\$ 9.16	\$ 9.16	\$ 7.84	\$ 7.84

\*Full-time is anything over 5 hours in a day

\*\*Part-time is five hours or less in a day